



**PIMA COUNTY  
EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD  
FEMA/EFSP Phase XXXIII  
Funding Allocation Meeting Minutes  
Wednesday July 27, 2016 & Thursday, July 28, 2016 1-3pm  
Pima County Housing Center  
801 W. Congress  
Tucson Arizona 85745**

**MINUTES**

**EMERGENCY FOOD AND SHELTER BOARD MEMBERS**

Present            Jill Rich  
                      Barry Weisband  
                      Cammie Dirrim  
                      Evelyn Gonzales  
                      Jamie Snyder  
                      John Blackburn  
                      Linda Shmyr  
                      Lori Aldecoa  
                      Margaret Higgins  
                      Philip Pierce  
                      Pia Seebach-York  
                      Terri Patt-Smith  
                      Russell Crossan Represented Vikki Marshall

Not Present       Phillip Pierce – July 27, 2016

**COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION  
DEPARTMENT STAFF**

John Matheny- Special Populations Program Coordinator  
Daniel Tylutki – Program Manager  
Erin Badger – Special Staff Assistant  
Isabel Camarena – Administrative Specialist

**CALL TO ORDER**

Acting Chair Jill Rich called meeting to order at 1:06 pm

**ROLL CALL OF BOARD**

Quorum satisfied

**PLEDGE OF ALLEGIANCE**

Pima County Community Development and Neighborhood Conservation

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Kino Service Center

2797 East Ajo Way, 3rd floor, Tucson, Arizona 85713 • Phone: 520-724-3777 • Fax: 520-724-6796

## **ELECTION OF BOARD CHAIR FOR PHASE XXXIII**

Ms. Rich requested a motion to select new Board Chair.

Terri Patt-Smith moved to nominate acting Chair Jill Rich to be re-nominated for Board Chair.

John Blackburn- Seconded

**Motion passed unanimously**

## **INTRODUCTION**

Acting Chair Jill Rich welcomed board members and asked board and guest to introduce and state the agency that they represent.

Ms. Rich briefed the board on the FEMA process, guidelines and requirements. Ms. Rich reviewed the list of non-allowable items. Ms. Rich addressed questions from the board. She clarified that back packs are not allowable and clarified that water purchase and bags of food are allowable items.

## **ADMINISTRATIVE MATTERS**

### **a. Approval of Meeting Agenda XXXIII**

Ms. Rich requested motion to approve agenda

Ms. Terri Patt-Smith move to approve Phase XXXIII agenda

Mr. Barry Weisband – Seconded

**Motion passed unanimously**

### **b. Approval of minutes from phase XXXII 09/10/2015**

Ms. Rich motioned to approve minutes

Ms. Evelyn Gonzales - moved to approve September minutes

Mr. John Blackburn- Seconded

**Motion passed unanimously**

### **c. Discuss and Approve Phase XXXIII Allocations/Allowances**

#### **1. Award \$434,920.00; Administrative Allowance \$8,698.00**

Ms. Rich announced the total award amount of \$434,920,00 with the maximum allowable administrative expenses is \$8,698.00 amount of which is included in total award amount.

Mr. John Blackburn moved to approve

Ms. Margaret Higgins - Seconded

All in Favor

**Motion passed unanimously**

#### **2. Per Diem Rate Allowance**

- **\$12.50 per night for Mass Shelter**
- **\$2.00 per meal for Mass Feeding**

Ms. Evelyn Gonzales moved to approve

Ms. Terri Patt-Smith - Seconded

All in Favor

**Motion passed unanimously**

**3. Funding Period End Date-March 31, 2017**

Ms. Margaret Higgins moved to approve

Mr. Barry Weisband - Seconded

All in Favor

Motion passed unanimously

**BREAK INTO SUBCOMMITTEES**

**a. Discuss Proposals**

The Board separated into Subcommittees at 1:40pm, the board reconvened at 2:45pm.

**OTHER BUSINESS** – None

**CONTINUATION OF MEETING**

Ms. Rich requested a motion continue meeting for July 28, 2016 at 1:00pm.

Ms. Margaret Higgins moved to approve

Ms. Terri Patt-Smith - Seconded

**Motion passed unanimously**

**ADJOURNMENT**

Meeting adjourned at 3:00pm

**THURSDAY, JULY 28, 2016**

**CALL TO ORDER**

Acting Chair Jill Rich called meeting to order, reconvening the meeting from Wednesday 7/27/16 meeting at 1:10 pm

**ROLL CALL**

Quorum satisfied

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

Members and guests introduced themselves and named the agency they represented.

**BREAK INTO SUBCOMMITTEES**

Chair rich indicated that Groups A and B had some work to do. The Board broke into groups at 1:05 PM. Groups returned at 1:25 PM. Chair Rich indicated the allocations from each group were to be on the spreadsheet and suggested to stay within \$4000 and be averaged. Both groups agreed to the process.

## **ALLOCATIONS DECISIONS**

- a. Allocations were reviewed
- b. There was a brief discussion regarding the application requests from Old Pueblo Community Services. Due to insufficient information and unclear applications, both groups A & B agreed not to fund Old Pueblo Community Services.
- c. The final recommendations were reviewed: Spreadsheet enclosed.

Ms. Margaret Higgins move to approved the average for groups A&B per the spreadsheet  
Ms. Terri Patt-Smith - Seconded

**Motion passed unanimously**

Mr. John Blackburn moved to approve allocation adjustment of \$1000

Ms. Linda Shmyr – Seconded

**Motion passed unanimously**

## **APPEAL MEETING**

Monday August 8, 2016 at 1:00pm.

## **NEXT MEETING**

Discussion held on future meeting time and also requested a copy a template to better calculate allocations. The Board agreed on having the next meeting in one day for four (4) hours.

## **MEETING ADJOURNMENT**

Ms. Terri Patt-Smith moved to adjourn the meeting at 2:01

Ms. Linda Shmyr - Seconded

**Motion passed unanimously**

Minutes submitted by Isabel Camarena